



**CALIFORNIA**

# Technician/AGR Administrative Instruction

National Guard Technicians - CAL NG Active Guard/Reserve

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**MILITARY DEPARTMENT**

**P. O. BOX 269101  
Sacramento, CA 95826-9101**

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**NUMBER**

02-27

15 Nov 02

**NO EXPIRATION DATE  
SPECIAL  
REQUEST FOR LEAVE DONATION**

1. TSgt Bertha G. Ford, Military Personnel Technician, assigned to the 146<sup>th</sup> Airlift Wing (AW), Port Hueneme, California is in need of donated leave due to major surgery.
2. If you desire to donate your **annual leave** to TSgt Ford, please complete the enclosed Request to Donate Leave form and forward it to OTAG, CAHR-CS, ATTN: Nancy Hamilton.
3. The following instructions apply to leave donors:
  - a. Only **annual leave** may be donated.
  - b. You may not donate leave to your immediate supervisor.
  - c. Donating leave earned in future pay periods beyond the calendar year is prohibited.
  - c. In any one leave year, a donor may donate no more than a total of one half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made (Example: An employee who earns 208 hours of leave during the year may donate a maximum of 104 hours).
4. For additional information, please contact Nancy Hamilton at CAGNET 63411, DSN 466-3411, or (916) 854-3411.

FOR THE ADJUTANT GENERAL:

ENCL  
As

LAWRENCE D. COOPER  
COL, OD, CA ARNG  
Director of Human Resources

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